

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

DIEGO GARCIA VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: DG-013-2021

TITLE/SERIES/GRADE: CIVIL ENGINEER, OG-0810-11

SALARY: OG-11: \$24,738.00 - \$38,129.00 PER ANNUM

OPENING DATE: 04 NOV 2021

CLOSING DATE: 18 NOV 2021

LOCATION: Project Management and Engineering (PME) Branch, Facilities Engineering and Acquisition Division (FEAD), Public Works Department (PWD) Diego Garcia, Naval Facilities Engineering Command (NAVFAC) Far East, Japan

AREA OF CONSIDERATION: All eligible candidates on and off island

RPA NUMBER (HRO USE ONLY): 065513

NOTES:

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for return travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-11.
4. Full performance level of this position is OG-11, which is equivalent to GS-11.
5. Overseas differential (25% of the base pay), meal allowance, laundry allowance, health benefits plan and year-end bonus are in addition to the base pay shown above.
6. Salary shown above includes Misc Benefits Allowance.
7. Minimum age is 21 years old.

DUTIES: Serves as a Professional Civil Engineer, performing duties pertaining to facilities engineering management, specifically civil engineering design and consultation services including engineering studies, project development, design analyses, computations, coordination of in-house design projects, and technical administration designs prepared by A-E firms. The civil type facilities and systems include but are not limited to; site development, roads, airfield pavements, water supply and wastewater systems, drainage dredging, solid waste facilities, shore protection, and other civil works to support new or existing facilities. Performs all aspects of work necessary for development of all civil engineering aspects of in-house designs, such as engineering and economic studies, drawing, specifications, cost estimates, project schedules and other aspects of project development and design. Conducts project/site investigation and evaluation of data obtained to assure incorporation of salient features into design consideration and resolution of problems. Evaluate design objectives; identify most economical and efficient procedures for facility or the civil engineering design and performance, considering all functional requirements. Plans and conducts soil and subgrade investigations, sampling, testing and evaluations required for foundation design of a variety of structures such as buildings, bridges, towers, retaining walls, sheet piling, and underground structures. Design paving thickness and mixes for airfield runways, taxiways, and parking aprons, roads and parking facilities and overlays for same. Utilize civil computer analysis programs and computer aided design and drafting systems for analyzing, designing and evaluating appropriate civil engineering systems and construction materials for various types of facilities. Apply a professional knowledge of civil engineering to develop technical evaluation factors for full design and design/build source selection

procurements. Serve as Project Design Engineer for the design of substantial new construction, renovation and improvement projects for real property facilities, encompassing highly specialized or unique requirements, accomplished by in-house or by Architect-Engineer (A-E) forces. Serve as the expert and technical consultant on geotechnical issues, including soil, pavement and coastal engineering, and shoreline protection. Provide technical review and design calculations, analyses, drawings and specifications for A-E designs and design/build contractor submittals to ensure compliance with project objectives and standards.

QUALIFICATION REQUIREMENTS: In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Applicants must meet the following qualifications requirements of the Office of Personnel Management (OPM) Qualifications Standards Manual:

(A) Degree: Engineering. To be acceptable, the program must: (1) lead to a bachelor's degree in a school of engineering with at least one program accredited by Accreditation Board for Engineering and Technology (ABET); or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

FOREIGN EDUCATION MUST BE EVALUATED FOR U.S. EQUIVALENCY IN ORDER TO BE CONSIDERED FOR THIS POSITION. PLEASE SUBMIT YOUR FOREIGN EDUCATION EVALUATION WITH YOUR APPLICATION.

TRANSCRIPTS MUST BE SUBMITTED AT THE TIME OF APPLICATION.

OR

(B) Combination of Education/Experience - college level education/experience that furnished (1) knowledge of physical/mathematical science underlying professional engineering & (2) understanding (theoretical/practical) of engineering sciences/techniques & applications to a branch of engineering. This must be demonstrated by: (1) Professional Engineer Registration or (2) Written test or (3) Specific Academic Courses - 60 semester hours in physical, mathematical, & engineering sciences or (4) Related Curriculum - Completion of bachelor's degree in engineering technology/professional field provided applicant has 1 year of professional engineering experience under professional engineering supervision/guidance.

1. *Professional registration or licensure* -- Current registration as an Engineer Intern (EI), Engineer in Training (EIT)1, or licensure as a Professional Engineer (PE) by any State, the District of Columbia, Guam, Puerto Rico, or the Philippines. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.

2. *Written Test* -- Evidence of having successfully passed the Fundamentals of Engineering (FE) examination or any other written test required for professional registration by an engineering licensure board in the various States, the District of Columbia, Guam, and Puerto Rico.

3. *Specified academic courses* -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and that included the courses specified in the basic requirements under paragraph A. The courses must be fully acceptable toward meeting the requirements of an engineering program as described in paragraph A.

4. *Related curriculum* -- Successful completion of a curriculum leading to a bachelor's degree in an appropriate scientific field, e.g., engineering technology, physics, chemistry, architecture, computer science,

mathematics, hydrology, or geology, may be accepted in lieu of a bachelor's degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

Note: An applicant who meets the basic requirements as specified in A or B above, except as noted under B.1., may qualify for positions in any branch of engineering unless selective factors indicate otherwise.

If qualifying using education to meet all or part of the education requirements, you must submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned). See OPM's [General Policies](#) for information on crediting education.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying. For further information, visit:
<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

For more information on qualifications, see the Office of Personnel Management (OPM) General Schedule (GS) Qualification Standards (<http://www.opm.gov/qualifications/>), individual occupational requirements for professional engineering positions (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf>), and for GS positions Group Coverage Qualifications Standards for Professional and Scientific Positions (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF>).

IN ADDITION to meeting the basic qualifications requirements listed above, the applicant **MUST** have at least 1 full year of specialized professional engineering experience. This experience is related to the work of the position and equivalent to at least the OG-11 (equivalent to GS-11 level) in the Federal Service or Private Sector.

SPECIALIZED EXPERIENCE is defined as experience that equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

TIME-IN-GRADE REQUIREMENTS (TIG): A minimum period of 52 consecutive weeks in grade is required to be eligible for promotion to the next higher grade within OG-05 to OG-12, inclusive.

OTHER WORK REQUIREMENTS:

- a. This position requires the employee occasionally travel away from the normal duty station to include CONUS or OCONUS.
- b. The employee must be willing and be able to travel on military and commercial aircraft.
- c. Perform other duties of a staff or technical nature as assigned.
- d. Must possess a valid registration/license as Civil Engineer.

SPECIAL APPLICANT REQUIREMENTS:

1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS.
2. MUST ADDRESS KSAs
3. SELECTEE WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A PRE-APPOINTMENT PHYSICAL EXAMINATION PRIOR TO ENTRANCE ON DUTY

EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs) :

1. Knowledge of concepts, principles and practices of civil engineering and construction management applicable to the full range of field and office engineering duties concerned with construction of civil, military and industrial structures and facilities, gained from accredited professional engineering education and several years of monitoring and controlling large scale construction contracts.
2. Ability to provide civil engineering design and consultation services including engineering studies and project development, coordination of in-house design projects and technical administration of designs prepared by Architect- Engineer (A-E) firms.
3. Knowledge of related engineering fields including architectural, structural, mechanical, electrical, and fire protection, gained from accredited professional engineering education.
4. Ability to provide complete design calculations, analyses, drawings and specifications including construction cost estimates by utilizing computer analysis programs and computer aided design and drafting systems such as AUTOCAD and other related software.
5. Ability to use standard office software for spreadsheets, graphics, presentations, word processing, etc.
6. Ability to communicate effectively with the contractor, government personnel and user agency representatives to clearly convey instruction, interpretations and decisions on design concepts, drawings and specifications.

INQUIRIES REGARDING THIS VACANCY: Call HRO Diego Garcia Support Office, DSN: 370-4140.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS TO APPLY: Resumes must be received via email at Human Resources Office, HROAtsugi@fe.navy.mil or Ghia.Canave.RP@fe.navy.mil by the closing date of the announcement. Applicants will receive email confirmation that documents were received. Please consider file size limitations when emailing. Recommend applicants list all the documents that are included in their application. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested. It is the applicant's responsibility to make a copy of the application attachments for future use AND the documents are formatted properly (Word document or PDF). Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date of the announcement. Failure to submit required information or to meet the closing may result in a loss of consideration for the position for which you are applying.

FORMS REQUIRED:

1. OF 612 - Optional Application for Federal Employment, resume, or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
 - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions,

personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.

- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.

4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

QUALIFICATION REQUIREMENTS:

Evaluation will be based on OPM approved qualification standards for the specific occupational series.

Selective Factors, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants may be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

OTHER PERTINENT INFORMATION:

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 181 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.